

**MINUTES
MANAGEMENT/AUDIT COMMITTEE
FEBRUARY 23, 2011**

MEMBERS PRESENT

Judge Diana Bautista
Judge James Barden
Judge Richard Evans
Mayor David Marne
Judge Marvin Quinney
Katie Reed
Linda Rivas
Mayor Don Tymrak

STAFF PRESENT

Gloria Arriaga
Dean Danos
Mario Gutierrez
Cindy Krueger
Susan Lodge
Melissa Pulido
Blanca Tapia

ALTERNATES PRESENT

Victor Cavazos for Commissioner Elizondo

1. The Meeting was called to order at 10:02 a.m. by Katie Reed.
2. Roll call was taken and a quorum established.
3. There were no citizens to be heard.
4. Consider and act upon the selection of a Vice Chairman for the Management / Audit Committee.

A Motion was made by Judge Quinney, seconded by Linda Rivas approving Judge Evans as Vice-Chairman for the Management/Audit Committee. The Motion carried unanimously.

5. Consent Agenda.

Items on the consent agenda are considered being of a routine nature and may require only limited discussion. Any member of the committee may request that items be removed from the Consent Agenda and considered separately for purpose of discussion and voting.

Consider and act upon approving the January 19, 2011 Minutes.

A Motion was made by Judge Evans, seconded by Judge Bautista to approve the January 19, 2011 Minutes with the correction to include the names of who made the Motion on item #17. The Motion carried unanimously.

MANAGEMENT

6. Consider and act upon authorizing Board members and Executive Director to attend the National Association of Regional Councils 45th Annual Conference and Exhibition June 13-15, 2011 in San Diego, California.

Mrs. Arriaga stated staff recommends Board members and the Executive Director to attend the National Association of Regional Councils 45th Annual Conference and Exhibition June 13-15, 2011 in San Diego, California. After consideration, a Motion was made by Judge Barden, seconded by Linda Rivas to approve up to three (3) Board members and the Executive Director to attend the NARC Conference in San Diego, CA. The Motion carried unanimously.

7. Discussion and appropriate action regarding the draft agenda for the March 25, 2011 ACOG Board of Directors strategic planning session.

The Committee recommended postponing the ACOG Board of Directors strategic planning session to April 8, 2011 and forwarding the draft agenda to the Board of Directors for discussion.

8. Discussion on proposed 82nd Legislature state budget reductions for 2012-2013 biennium.

Mrs. Arriaga discussed the proposed 82nd Legislature state budget reduction for 2012 – 2013 biennium. No action required.

ACCOUNTING

9. Consider and act upon approving the following:
 - A. Grants.
 - B. Recoveries.
 - C. Balance Sheet.
 - D. Income Statement.
 - E. Board Expenditures.

Blanca Tapia reported on the above status reports. After consideration, a Motion was made by Judge Barden, seconded by Judge Bautista to approve the above status reports as a draft only. The Motion carried unanimously.

10. Consider and act upon authorizing the Executive Director to submit the *2011 Cost Allocation Plan* to the Texas Department of Aging and Disability Services for the fiscal year beginning January 1, 2011 through December 31, 2011.

Blanca Tapia stated staff recommends authorizing the Executive Director to submit the 2011 Cost Allocation Plan to the Texas Department of Aging and Disability Services for the fiscal year beginning January 1, 2011 through December 31, 2011. After consideration, a Motion was made by Judge Bautista, seconded by Judge Evans to authorize the Executive Director to submit the 2011 Cost Allocation Plan. The Motion carried unanimously.

ADMINISTRATIVE SERVICES

11. Consider and act upon authorizing the Executive Director to contract with the Texas Department of Information Resources (DIR) for inbound (toll-free) and outbound long distance service through the State's Tex-AN voice services.

Cindy Krueger stated staff recommends authorizing the Executive Director to contract with the Texas Department of Information Resources (DIR) for inbound (toll-free) and outbound long distance service through the State's Tex-AN voice services for an estimated monthly savings of \$4,089.95. After consideration, a Motion was made by Judge Bautista, seconded by Judge Barden to authorize the Executive Director to contract with DIR for the Agency's long distance service. The Motion carried unanimously.

12. Consider and act upon authorizing the Executive Director to utilize the most efficient method of procurement including an Interlocal Agreement, a Request for Proposals, or process a Reverse Auction for the Agency's vehicle maintenance.

Cindy Krueger stated staff recommends authorizing the Executive Director to utilize the most efficient method of procurement including an Interlocal Agreement, a Request for Proposals, or process a Reverse Auction for the Agency's vehicle maintenance. After consideration, a Motion was made by Judge Barden, seconded by Linda Rivas to authorize the Executive Director to utilize the most efficient method of procurement. The Motion carried unanimously.

HUMAN SERVICES

13. Consider and act upon ratifying and accepting the following funds through the Department of Aging and Disability Services State Health Insurance Program from Center for Medicare Services: Alamo AAA, \$69,056.00 and Bexar AAA, \$69,056.00.

Susan Lodge stated staff recommends ratifying and accepting the following funds through the Department of Aging and Disability Services State Health Insurance Program from Center for Medicare Services: Alamo AAA, \$69,056.00 and Bexar AAA, \$69,056.00. After consideration, a Motion was made by Judge Bautista,

seconded by Linda Rivas to ratify and accept the funds for Alamo and Bexar Area Agencies on Aging. The Motion carried unanimously.

14. Consider and act upon authorizing the Executive Director to submit an application for the Kessler Foundation Signature Employment Grant; for an amount up to \$500,000.00 for a two-year period.

Susan Lodge stated staff recommends authorizing the Executive Director to submit an application for the Kessler Foundation Signature Employee Grant; for an amount up to \$550,000.00 for a two-year period. After consideration, a Motion was made by Linda Rivas, seconded by Victor Cavazos to authorize the Executive Director to submit an application and to seek expansion of the program to other counties. The Motion carried unanimously.

GOVERNMENTAL SERVICES

15. Consider and act upon authorizing the Executive Director to submit an application for the Texas Department of Transportation Selective Traffic Enforcement Program (STEP) for an amount not to exceed \$480,000.00.

Dean Danos stated staff recommends authorizing the Executive Director to submit an application for the Texas Department of Transportation Selective Traffic Enforcement Program (STEP) for an amount not to exceed \$480,000.00. After consideration, a Motion was made by Mayor Tymrak, seconded by Judge Bautista to authorize the Executive Director to submit the application. The Motion carried unanimously.

16. Status of Monitoring Reports:
 - A. Update on the Texas Veterans Commission's audit of the Alamo Area Law Enforcement Academy records for all cadets receiving educational benefits through the Montgomery G.I. Bill on February 8, 2011.
 - B. Monitoring review, conducted on February 2, 2011 by the Texas Department of Housing and Community Affairs, regarding compliance with the Davis-Bacon Act and related state acts or requirements.

Dean Danos updated the Committee on the above Monitoring Reports. No action required.

17. Consider and act upon authorizing the Executive Director to extend the contracts for a four (4) month period, to expire on August 31, 2011 with an option to extend for an additional four (4) months, to expire on December 31, 2011 for the following Weatherization installation contractors:

- A. Bratton Construction Inc.
- B. American G.I. Forum – Community and Housing Development Organization Inc.
- C. Glenn's A/C Service and Consulting Inc.
- D. Ram's Weatherization and Construction LLC

Dean Danos stated staff recommends authorizing the Executive Director to extend the contracts for a four month period, to expire on August 31, 2011 with an option to extend for an additional four months to expire December 31, 2011 for the above Weatherization installation contractors. After consideration, a Motion was made by Judge Barden, seconded by Judge Evans to postpone action on this item and placing it on the March 30, 2011 Board of Directors agenda after the Weatherization Assistance Program (WAP) external forensic audit presentation. The Motion carried unanimously.

18. Consider and act upon authorizing the Executive Director to contract for the following purchases for the Homeland Security Public Safety Interoperability Communications (PSIC) program:
- A. Purchase of twenty-two (22) Motorola repeaters, required equipment and installation from Motorola, Inc. in an amount not to exceed \$537,000 through the Texas Department of Information Resources (DIR) Contract.
 - B. Purchase of one (1) Daniels repeater, required equipment and installation from Daniels Electronics Ltd. in an amount not to exceed \$23,000.00 through the Texas Department of Information Resources (DIR) Contract.
 - C. Enter into an Interlocal Agreement with the Lower Colorado River Authority (LCRA) for repeaters, required equipment and installation of 700/800 MHz overlay on one Fredericksburg towers in an amount not to exceed \$250,000.00.

Dean Danos stated staff recommends authorizing the Executive Director to contract for the above purchases, items A and B, for the Homeland Security Public Safety Interoperability Communications (PSIC) program. After consideration, a Motion was made by Judge Quinney, seconded by Linda Rivas to authorize the Executive Director to contract for the above purchases, items A and B for the PSIC program. The Motion carried unanimously. Dean Danos stated staff recommends approval to enter into an Interlocal Agreement with the Lower Colorado River Authority (LCRA) for repeaters, required equipment and installation of 700/800 MHz overlay on one Fredericksburg towers in an amount not to exceed \$250,000.00. After consideration, a Motion was made by Judge Quinney, seconded by Linda Rivas to approve entering into an interlocal agreement with LCRA. The Motion carried unanimously.

19. Consider and act upon the following from the Alamo Regional Transit Program:
- A. Authorize the Executive Director to accept an amended contract from the Texas Department of Transportation (TxDOT) - ARRA State/Local Public Transportation Grant Agreement with an additional amount of \$10,600.00.
 - B. Authorize the Executive Director to incorporate the additional items listed below in the Request for Proposals (RFP) previously authorized for repairs to the Kerrville Intermodal Facility:
 - 1. ADA Compliant Wheel Chair Ramp
 - 2. ADA Compliant Electric Door Openers
 - C. Authorize the Executive Director to accept the Texas Department of Transportation (TxDOT) Amendment #4-ARRA State/Local Public Transportation project budget by moving available funds from the Capital line item to IT Equipment line item. A transfer of \$124,596.40 from Capital to IT Equipment will be used for the purchase of Vehicle Security Cameras. The funds for Bus Shelters under Capital are no longer required. The total amount of the grant remains the same.
 - D. Authorize the Executive Director to accept the State of Good Repair Grant from the Texas Department of Transportation (TxDOT) in the amount of \$360,000.00 and \$61,200.00 Transportation Development Credits (TDC).
 - E. Authorize the Executive Director to utilize the most efficient method of procurement including an Interlocal Agreement, Reverse Auction or State contract to purchase the following vehicles:
 - 1. Three (3) mini-vans;
 - 2. One (1) maintenance vehicle;
 - 3. Four (4) Type III Vehicles; and
 - 4. Two (2) Wheelchair Assessable Vans
 - F. Consider and act upon authorizing the Executive Director to amend Texas Department of Transportation (TxDOT) Project Grant Agreement #51015F7327 (AACOG's allocated Job Access Reverse Commute funding) by extending the expiration date from August 31, 2011 to May 31, 2012.
 - G. Authorize the Executive Director to return \$100,000.00 of AACOG's allocated Job Access Reverse Commute (JARC) funding to the Texas Department of Transportation (TxDOT).

Dean Danos stated staff recommends approving the above items from the Alamo Regional Transit Program. After consideration, a Motion was made by Judge

Evans, seconded by Judge Bautista to approve the above items from the Alamo Regional Transit Program. The Motion carried unanimously.

20. Consider and act upon items to be placed on the Board of Directors Agenda from the Management / Audit Committee.

A Motion was made by Judge Evans, seconded by Linda Rivas to approve placing items #7, #8 and #17 on the Board of Directors Agenda from the Management/Audit Committee. The Motion carried unanimously.

21. Discussion of items to be placed on the agenda for the next Management / Audit Committee meeting.

Mrs. Arriaga stated the Forensic Audit will be placed on the next month's Management/Audit Committee agenda.

22. Mrs. Reed stated the next meeting date is Wednesday, March 23, 2011, 10:00 a.m.

23. The meeting was adjourned at 11:45 a.m.